

## SECTION VI

### AUDIT AND COMPLIANCE

- .01 The following is performed monthly by DGS/ISSSD to assist State agencies in auditing and monitoring the Fuel Management Program.
- A. The Department of General Services receives from Commercial Fuel Systems copies of the monthly invoices with back-up data for each vehicle and driver. DGS/ISSSD randomly selects 20% of the agencies monthly and obtains copies of their invoices for the prior month period. DGS then compares the agency invoices to the DGS copy received from Commercial Fuel Systems to insure there were no alterations.
  - B. Gasoline and diesel fuel prices are based on the Oil Price Information Service (OPIS) price for the Baltimore area for a seven day period, therefore, the price per gallon will change weekly. DGS monitors the prices, and the same 20% of the agencies that were randomly selected for a particular month are also audited to see if they were charged the appropriate price per gallon each week. The price per quart of oil and alternative fuel prices are also verified.
  - C. Each refueling facility has an on site computer and logger-printer. It records the date, time of day, vehicle and driver information, and the amount of fuel or oil purchased.

This transaction file (hard copy) cannot be altered since the transaction is recorded immediately as the nozzle is restored to the pump.

DGS also chooses random sites monthly to verify the transaction files to the actual billing and driver reports to insure the integrity of the transactions.
  - D. As is done at all private service stations in the State, the Motor Fuel Tax Division of the Comptroller's Office monitors the octane level of the State's fuel tanks regularly. Any inconsistency in the product(s) octane level is reported immediately to DGS for remedial action.
  - E. The Maryland Department of Agriculture Weights and Measures Division regularly measure calibration of the pumps at each State fueling facility. This assures that the nozzles are dispensing an accurate measurement of fuel since the State is paying for the fuel as it goes through the nozzle. Again, pumps that do not satisfy

calibration requirements are reported to DGS for immediate remedial action.

- F. Out of System Purchases (private station purchases) that are reported to CFS are monitored monthly for the correct price and applicable administrative charges.
- .02 The Legislative Auditors will audit the fleet management records of each agency and furnish the Secretary of the Department of General Services with information as to the adequacy and accuracy of records and reports.
- .03 The Department of General Services, Inventory Standards and Support Services Division will follow up on any fuel management related exceptions cited by the Legislative Auditor.